



2017 Southwest Alliance Performance Excellence Program Schedule

Date	Who	Where	Task/Item
Feb 23	Applicants	Phoenix Metro Area	Workshop –SWAE Level 3 Application Development Workshop
May 5	Applicants	SWAE Office	Completed Intent to Apply forms due
May 12	Potential Examiners	SWAE Office	Examiner Applications Due for Performance Excellence Program
May 22	All Examiners*		Pre-work for Examiner Training sent out – mandatory for all examiners bring completed to training on June 5
June 5, 6 & 7 7:30 AM – 5 PM	All Examiners*	DVUSD Phoenix, AZ	Examiner Training - Intro, Stage 1, 2 & 3
June 9	All Examiners*		Pre-work for Examiner Training sent out – mandatory for all examiners bring completed to training on June 26
June 26, 27 & 28 (tentative) 7:30 AM – 5 PM	All Examiners*	TBD Las Vegas, NV	Examiner Training- Intro, Stage 1, 2 & 3
July 10	Applicants	SWAE Office	Completed Awards Applications due
July 10-14	SWAE		Selection of Examination Teams, Leads, & Mentors
July 12	Lead Examiners & SWAE	Webinar	2-3 hours Lead & Software Training; Site Visit Responsibilities; and initial applicant contact
July 13	Examiners	Webinar	SBN JIT Training for Independent Review
July 14	SWAE		Distribute applications and supporting materials to examination teams
July 19	Mentors	Webinar	Mentor Training Webinar (1:00-3:30)
July 15 - Aug 6	Examiners *		Stage 1 - Independent Review of Applications
Aug 2	Applicants	TBD	Workshop – “How to Prepare for a Site Visit” (1:00pm-3:30pm) - Sandy
Aug 3	Examiners	Webinar	SBN JIT Training Consensus
Aug 7 – Sept 10	Examiners & Mentors		Examiners Stage 2 – Team Meeting (1-2 days) & Consensus report completed
Aug 31	Examiners	Webinar	SBN JIT Training Site Visit
Sep 11	Lead Examiners	SWAE	Consensus scorebooks & scoring sheets with mentor review due
Sep 10-15 or 22	Examiners & Mentors		Site Visit Preparation
Sep 18-22 & Sep 25-29	Examiners/Mentors/ Applicant		Stage 3 - Site Visits completed (Site Visit time based on applicant type)
Oct 13	Examiners	SWAE	Draft Feedback Reports with mentor review due
Oct 20	Judges	TBD	Panel of Judges Training
Nov 6	Judges	TBD	Stage 4 - Panel of Judges Meeting
Nov 7 – 20	Judges & Lead Examiners		Finalize feedback report
Nov 13-20	SWAE		Stage 5 - Final Due Diligence conducted
Nov 20	Lead Examiners	SWAE	Final Feedback Reports due
Nov 27 – Dec 1	SWAE		Applicants notification of selection/non-selection
Dec 4	SWAE		News Release distributed reporting Recipients
Nov 20 – Dec 10	SWAE		Editing of feedback reports
Mid Dec TBD	SWAE		Feedback Reports provided to all applicants
Jan/Feb. 2018	SWAE	TBD	Recognition Banquet for Recipients and Volunteers

Examiner Information

Applicant Information

SBN: Scorebook Navigator Software

***Examiners/Mentors/Judges must attend one of the 3 day sessions**

Revised 12/2016